

## State of Colorado Statewide Internet Portal Authority 2013 E-Government Micro-Grant Program Overview

Colorado's Statewide Internet Portal Authority (SIPA) is initiating the fourth year of its Micro-Grant program to accelerate the adoption of electronic government services by placing more Colorado government services, products and information online.

SIPA provides e-Government services for state and local governments in Colorado and citizens through the use of modern business practices and innovative technology solutions.

Grant funding is available for equipment, systems, services, project planning and implementation and human resources that fall within the grant scope. This year, SIPA will also be offering grants for e-Government cyber security assessments. Below is more information about the grant, including eligibility, minimum requirements, how to apply, and timing of events.

## **Application Process and Requirements**

| Grant Eligibility         | Grant Applicants must be an Eligible Governmental Entity, e.g., state and local governments, school districts, etc. (EGE), within the State of Colorado. The EGE must have a signed agreement with SIPA prior to the grant being awarded, thus if at the time of application an EGE agreement is not signed, the EGE must certify one will be completed by the grant award date. If an EGE needs a signed agreement or more information, please email sipa@cosipa.gov for more information. |
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| Funding<br>Available      | Grants will be available between the amounts of \$1,000 and \$6,500, but smaller and larger grants can be requested and approved.  Grant awardees will receive the money directly, except for cyber security assessments for which SIPA will make other arrangements. SIPA will provide compensation to the awarded EGE in the form of cyber security assessments, services, or equipment.  |
| Application<br>Timeframes | Submissions of applications will be accepted from October 14, 2013 through December 18, 2013. Applications must be received by 5:00 p.m. MST on the application deadline to be considered.  Colorado EGEs can submit more than one application requesting   |



|   | funding for cyber security assessments, services, and/or equipment, but the projects must be separate and distinctly different from each other.  If applying for more than one grant award, an EGE must complete the grant application form for each request and answer a question about the priority of the multiple application forms. If an entity submits more than one request per form, all requests will be disqualified. |
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| Grant Award<br>Ceremony<br>Announcement | A save the date invitation for the Grant Award Ceremony will be sent out to all applicants on January 8, 2014. All applicants, even those who are not awarded grants for SIPA's 2013 grant year, are encouraged to attend the event to be held on March 6, 2014 and learn about the grants that were awarded and the e-Government services SIPA has to offer for EGEs.   |
| Grant Award<br>Announcements            | The grant awards will be announced on February 7, 2014.  |
| Grant Award<br>Ceremony                 | The Grant Award Ceremony is tentatively scheduled for March 6, 2014. Again, all applicants will receive a save the date invitation and are encouraged to attend.   |



## Grant Minimum Requirements/ Criteria

Below are minimum requirements in order to be considered for the grant:

- (1) Applicants must be a Colorado Eligible Governmental Entity.
- (2) Applicants must have a signed Eligible Governmental Entity Agreement with SIPA prior to the grant being awarded.
- (3) The EGE must be able to accept the grant funds from SIPA if awarded (note this is not applicable to cyber security assessments). If not, or if the applicant has any doubt regarding accepting a grant, the EGE must provide a plan outlined and approved by the necessary parties, including the names, email addresses, and phone numbers of those necessary parties. This plan will only be accepted as part of the application process.
- (4) Applicants must answer whether the EGE has applied for and been awarded a grant in the past through SIPA. In order to receive grant funds for the SIPA 2013 Micro-Grant program, EGEs must have expended or encumbered previously awarded funds.
- (5) Applications must be signed by an individual with authority to commit the organization.
- (6) If submitting multiple grant application forms, an EGE must answer a question about the priority of the multiple application forms.
- (7) Requests must increase or enhance the adoption of e-Government cyber security initiatives and/or e-Government services by placing more information or services online for the citizens.
- (8) Applications should be for projects that will be sustainable.
- (9) Applicants must commit to making staff available for planning purposes and associated deliverables.
- (10) Applicants must agree to use any cyber security assessments or funds awarded for the purposes described in their application and that the responsibility for appropriate disbursement of these funds is the EGE's responsibility. If it is determined by SIPA or any other source that the funds have been disbursed for other purposes SIPA has the right to request the return of said funds and the awarded EGE shall comply with such a request.
- (11) Applicants must certify they understand that once the grants for cyber security assessments or funds for services and/or equipment are awarded and disbursed SIPA holds no further responsibility (financial or otherwise) to the EGE.
- (13) Applicants must acknowledge and agree to allow SIPA to



use the EGE's name and related grant information in press releases.

(14) Applicants, if awarded a grant, must agree to submit to SIPA by July 15, 2014, a one (1) page update on how the grant has solved the problem or situation to be addressed, impacted the EGE's citizens, key objectives the EGE has achieved with the grant, how the grant has aided the EGE's operations, and/or the progress of the grant implementation received through SIPA. The grant implementation does not need to be completed by July 15, 2014, but an EGE must provide SIPA an update on the progress. SIPA will make available an online form for the submission of this information.

- (15) Applications must include the following information:
  - (a) Type of grant requested cyber security assessment, equipment, services, and/or both equipment and services.
  - (b) Name of single point of contact for the application, and contact information including email address, phone number, and mailing address.
  - (c) If different from the applicant above, name of single point of contact for the project requested and contact information, including email address, phone number, and mailing address.
  - (d) Organization name, type, website, physical address, and introduction to the organization.
  - (e) For grants requesting services and/or equipment:
    - (i) Problem or situation to be addressed.
    - (ii) Who the affected population is and size of the affected population.
    - (iii) Key objectives the EGE aims to achieve by receiving the grant.
    - (iv) Description of the impact of the grant (e.g., traffic reduction, financial benefit, etc.).
    - (v) Clear description of how the EGE plans to achieve its desired outcomes, including a timeline
    - vi) How the EGE plans to measure outcomes and project success for the grant project.
    - vii) If requesting services, a description of the type of services and/or if requesting equipment, provide a list of equipment needed, including high-level specifications and price quotes, and confirm and detail how the equipment will be



| maintained.  (viii) Project type- external or internal impact.  (ix) Amount requested and whether other financial assistance is needed to complete the project.  (f) For grants requesting cyber security assessments:  (i) Whether the EGE currently has a cyber security program in place.  (ii) Whether the EGE has a dedicated individual, point of contact, to complete the self-guided cyber security assessment program, and contact information including email address, phone number, and mailing address.  (iii) Whether the EGE has conducted a cyber security assessment in the past, and if so, the date of the assessment.  (iv) What type(s) of electronic data the EGE currently maintains and whether such electronic data is stored or available on the EGE's network,  (v) Whether the EGE allows citizens to sign up for or pay for services online.  (vi) How many unique web visitors per month the EGE's online web applications receive,  (vii) Whether the EGE currently monitors its web traffic.  (viii) The extent of the EGE's resources or ability to remediate after the cyber security assessment is completed. |
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| Grant<br>Application<br>Submission | Applications can ONLY be submitted online.  Instructions for completing the applications will be provided to the applicants in PDF format. SIPA does not save a copy of each individual EGE's application form. If an EGE wishes to save a copy of its application, the EGE should consider creating a separate document for the EGE's records.  Additional information will be forthcoming on the online application.   |
| Application Evaluation             | SIPA will be responsible for evaluating grant applications in accordance with the grant minimum requirements/criteria. For grant requests for services and/or equipment, SIPA will consider the following:  a) problem description, b) proposed solution, c) total amount requested d) online impact, e) affected population, f) whether the grant would affect citizens, g) whether the EGE is trying to do something innovative, and h) clarity of requests.  For grant requests for cyber security assessments, SIPA will consider the following:  a) whether the EGE currently has a cyber security program in place, b) whether the EGE has a dedicated individual, c) whether the EGE has conducted a past cyber security assessment, d) what type(s) of electronic data the EGE currently maintains and whether such electronic data is stored or available on the EGE's network, e) whether the EGE allows citizens to sign up for or pay for services online, f) the number of the unique web visitors per month the EGE's online web applications receive g) whether the EGE currently monitors its web traffic, and h) the extent of the EGE's resources or ability to remediate after the completion of the cyber security assessment. |
| Grant Scope                        | Below are examples of services, equipment, and resources that fall within the grant scope:   |



|                     | -Staff assistance in migrating content online -Purchase of equipment to support online services -Web application requirements gathering -Staff assistance for content creation (videos, photo libraries, etc.) -Transition costs (moving a paper based process to the internet) -Creating a mobile presence or application |
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| More<br>Information | Please visit <a href="http://www.colorado.gov/sipa">http://www.colorado.gov/sipa</a> for more information or contact SIPA at <a href="mailto:sipa@cosipa.gov">sipa@cosipa.gov</a> .  |

## **Micro-Grant Timeline of Events**

This timeline is provided for planning purposes only and actual dates will be posted on SIPA's website (<a href="www.colorado.gov/SIPA">www.colorado.gov/SIPA</a>) and social media pages.

<u>Early Oct. 2013:</u> Announcement and FAQs posted on SIPA's website with overview and general information about grant process

<u>Mid-Oct. through mid-Dec. 2013:</u> Submissions open for applications for cyber security initiatives, services, and/or equipment

Mid-Dec. 2013: Grant applications due

Mid-Dec. 2013 through late Jan. 2014: SIPA review period

<u>Early Jan. 2014:</u> SIPA will send save the date invitations to all applicants for the Grant Award Ceremony prior to announcing the grant awards

Early Feb. 2014: SIPA will announce the grant awards and send out emails of award and denial

Early March 2014: Grant Award Ceremony

Early March 2014: SIPA will publish press releases regarding grant awardees

Mid-July 2014: Due date for grant awardees to submit an update to SIPA regarding the grant